

# County of San Luis Obispo

## Department of Veterans Services

Veterans Memorial Building, 801 Grand Avenue, San Luis Obispo, CA 93408  
Telephone: (805) 781-5766 • FAX: (805) 781-5769



**Dana M. Cummings**  
Veterans Service Officer

### OATH OF CONFIDENTIALITY

As a County Veterans Service Office Employee/Workstudy/Volunteer, I UNDERSTAND THE FOLLOWING:

Employees/Work-studies/Volunteers are required to understand that all information relating to clients, applicants or recipients of public assistance past or present, including names, addresses, phone numbers, personal, financial and medical information, is strictly confidential. Information is not to be discussed outside of what is necessary to conduct business; it is never to be taken from the premises, or divulged outside the agency.

Confidentiality is critical; clients (veterans and their dependents) information is not to be shared with anyone outside the Veterans Services Office at any time.

- a. If a person contacts the office requesting a client's information do not give it out. Refer them to one of the service representatives for further assistance, if a representative is not available than take a message.
- b. Do not discuss client information outside of the office. Many of our clients have sensitive medical and legal information on file at our office. Our office is legally bound to keep that information in the strictest of confidence. By signing this contract you are also bound to the confidentiality that the office is bound to.

\_\_\_\_\_  
Employee/Workstudy/Volunteer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Department Head/Site Supervisor

\_\_\_\_\_  
Date